

**ANNOUNCEMENT OF POSITION
OPENINGS AS OF
09/12/2016**



The YWCA is a women's membership movement whose mission is the empowerment of women and the elimination of racism. The YWCA Greater Los Angeles/Job Corps Center is an “equal opportunity employer/program” and “auxiliary aids and services are available upon request to individuals with disabilities”. We serve the needs of women, youth and children. The following positions are available:

~ YWCA Greater Los Angeles ~

CHILD DEVELOPMENT SITE DIRECTOR: Is responsible for quality operations of the child care facility and maintaining full compliance with the California State Department of Social Services Community Care Licensing Division and all applicable health and safety regulations. This includes compliance at the child care facility with all terms and conditions of the funding source, whether public or private. Incumbent is responsible for the development and implementation of curriculum activities that are compatible with the Mission of the YWCA GLA and a plan for parent/community involvement. Maintain all required records on children and staff. Scheduling and supervises personnel in the program. Ensures on-site financial management and record keeping is accurate. Meet regularly with the Child Development Services Director to evaluate needs of the program. **Requirements:** BA degree w/ 24 units ECE/CD. Must possess a Program Director Permit. **(Angeles Mesa)**

COUNSELOR/THERAPIST: Is responsible for conducting treatment for individuals, family, and group counseling for the YWCA Sexual Assault department. Will provide support services to participants as appropriate, to include, but not limited to information and referrals, counseling and crisis intervention. Perform outreach to the community and professional organizations. Working as an integral part of intervention services, the Counselor/Therapist will ensure integration of the counseling services promote into various aspects of intervention services such as hotline, advocacy accompaniment, outreach and prevention. **Requirements:** Masters in Social Work or Licensed in Social Work. **(South Bay)**

HUMAN TRAFFICKING COORDINATOR: Will provide confidential services as in direct advocacy, case management, crisis counseling, and community referrals to individuals impacted by human trafficking. Incumbent will support all activities related to case coordination and program operations, including but not limited to, in-person (CSEC or SART) response, survivor accompaniment throughout all stages of the legal and/or immigration process. **Requirements:** BA degree in social services field or and equivalent combination of education and experience. Demonstrated ability working with culturally and economically diverse individuals and families impacted by trauma. Experience in confidential data management and record keeping. Computer literate in programs such as, Word, Outlook, Excel and PowePoint.

CAMPUS SERVICE COORDINATOR: This position will provide emergency and ongoing support services and assistance to University students and employees who are the victims of sexual assault. Incumbent will be responsible for coordinating 24-hour Sexual Assault Crisis Intervention Response services. Ensures victims/survivors/complainants, with their consent, receive information about 24-hours a day campus sexual violence assistance/supportive services such as, referrals, crisis intervention and ongoing counseling. **Requirements:** Two years college plus three years paid or volunteer experience working in a community based program or BS/BA in social work. California Certification for Sexual Assault Crisis Counselor Training and California Certification for Domestic Violence Advocates. Current Certification required or must be obtained as a condition of continued employment. Ability to work with individuals who have experienced sexual or domestic violence issue. Compton/South Bay area.

AB12 RESIDENTIAL ADVISOR: Deliver activities to youth that promotes safety, independence, integration and autonomy by developing a Success Care Plan with resident. This program is implemented in accordance to Assembly Bill 12 regulations for SILP housing. Incumbent will support youth participation in education, vocational and employment programs through weekly meetings. Maintain appropriate records as it related to the safety, upkeep and sustainability of all residents. Participate in weekly staff meetings and reports on progress and challenges of assigned residents. Assists in the evaluation of the program, to include but not limited to preparation of written reports and collection and analysis of program statistics. **Requirements:** High School diploma with one (1) to two (2) years experience providing services to transitional age youth, foster and probation youth. Experience working with diverse cultures. BA degree in social work preferred. **(Studio Club)**

MAINTENANCE: This position is responsible for performing a variety of semiskilled tasks to the care and maintenance of buildings, equipment and grounds. Routine cleaning of inside/outside of building, including but not limited to dusting, vacuuming, scrubbing, trash removal and minor building repairs. **Requirements:** Must have a minimum of two years' experience performing custodial tasks and general repairs in a commercial building. Knowledge of commercial cleaning supplies and operation and maintenance of cleaning equipment. Must have a valid California driver's license and insurance.

ASSOCIATE TEACHER: This position is responsible to assist teachers in implementing high quality state funded Child Development programs. Assisting with program curriculum, planning and implementation of age appropriate activities that enrich academic skills. Provide careful and effective supervision of children's activities as assigned by the program Center Director and Lead Teacher. **Requirements:** 12 units in Child Development and Associate Teacher permit.

❖ **VOLUNTEER OPPORTUNITIES:** Please contact the Jasmine Coleman, for programs/events volunteer information at 213-251-1351.

~ Los Angeles Job Corps Center ~

RESIDENTIAL ADVISORS (On-Call): Monitors students that live on residential floors to ensure compliance with the rules and regulations of the Center. Fosters an atmosphere conducive to character development through the encouragement of favorable behavior patterns. Facilitates prompt and appropriate assistance in the event of injury, illness, traumatic experience, and emotionalism; responsible for documenting student activity and incidences. Shifts needed are Prime (3:30 p.m. - 12:00 a.m.), Graveyard (12:00 a.m. - 8:30 a.m.) *Weekend-LT* (varies). **Requirements:** Associate's Degree preferred in a behavioral science, recreation, or related field, and a minimum of one (1) year experience working with the youth. Experience working in a residential facility, preferred. **Maintenance of a valid CA Driver's License and proof of driving record acceptable to the Center and its insurance carrier.**

CENTER PROTECTION OFFICERS (Part-Time & On-Call): Patrols Center grounds, manages front desks for guests sign-in and temporary badges distribution, monitors that all staff and students wear ID badges, and ensures the safety of staff, students, and visitors. Control, surveillance, identification, monitoring, investigation, and reporting of all matters pertaining to center property, facilities, students, staff, and visitors. Shifts needed are Prime (3:30 p.m. - 12:00 a.m.) and Graveyard (11:30 p.m. - 8:00 a.m.). **Requirements:** High School diploma or equivalent, minimum of one (1) year security or relevant experience required. Active Guard Card preferred. Excellent customer service skills, working with youth, preferred, must be available to work a varied schedule. **Maintenance of a valid CA Driver's License and proof of driving record acceptable to the Center and its insurance carrier.**

AMBULATORY LICENSED VOCATIONAL NURSE (Limited): The Ambulatory Care LVN will aid in the operation of daily walk-in clinic and appointment system for episodic illness or injury assessments including the monitoring of the inpatient unit during office hours for minor conditions and maintaining up-to-date documentation of visits. The LVN will provides treatment of urgent and other conditions not needing specialized care, within instructions set forth in the Health Care Guidelines in addition to providing primary emergency care for illnesses and injuries. **Requirements:** LVN license with specialized courses in Pharmacology, and a current license to practice in the State of California. One year of experience in a medical facility or other directly related nursing experience. Working knowledge of venipuncture and medications. Excellent and positive interpersonal skills. Experience working in diverse cultural settings. Ability to relate to and identify with the specific needs of students.

INSTRUCTORS, OFFICE ADMINISTRATION: Instructs students in the development of vocational competencies and communication skills. Develops and implements supplementary training material designed to enhance the learning process, engages student attention towards the learning process, evaluates and reports student progress, monitors attendance and accountability of students, and provides regular evaluations. **Requirements:** Associate's Degree in Business or related major or three (3) years of related experience. Valid California vocational or occupational school credential. Certification in Microsoft Office 2007 (Word, Excel, and PowerPoint). **Maintenance of a valid CA Driver's License and proof of driving record acceptable to the Center and its insurance carrier.**

TEACHERS, ACADEMIC EDUCATION- ENGLISH (Full-Time & On-Call): Instructs students in educational areas of math, reading, and language skills in accordance with approved curriculum. Develops and implements supplementary training materials designed to enhance the learning process. Provides a classroom atmosphere conducive to learning. Develop and maintain individual student records. Serves as a member of assigned Student Evaluation Panel (ESP). Maintains linkages with other teachers and instructors to provide input on student progress. **Requirements:** Bachelor's degree in education or related field with emphasis on skills and disciplines to be taught. **Valid California Teaching Credential** in Multiple Subjects. Minimum of one (1) year teaching experience, proficiency and/or certification in Microsoft Office 2007 programs, (Word, Excel & PowerPoint) preferred. **Maintenance of a valid CA Driver's License and proof of driving record acceptable to the Center and its insurance carrier**

DRIVER/MESSENGER (Part-Time): Transports students and Center staff daily to destinations. Transports vehicles for maintenance servicing. Daily inspections and regular refueling of vehicles. Shifts may include day, evening, and weekend hours, as needed and available. **Requirements:** High School diploma or equivalent. Knowledge of automotive equipment and maintenance procedures. Positive interpersonal skills. Experience working in diverse cultural settings. Ability to relate to and identify with the specific needs of students. **Maintenance of a valid Class B California Driver License with air brake certification and a driving record acceptable to the Center's insurance company.**

AMBULATORY REGISTERED NURSE (Temporary, 6 months): The Ambulatory Care RN will aid in the operation of daily walk-in clinic and appointment system for episodic illness or injury assessments including the monitoring of the inpatient unit during office hours for minor conditions and maintaining up-to-date documentation of visits. The RN will provides treatment of urgent and other conditions not needing specialized care, within instructions set forth in the Health Care Guidelines in addition to providing primary emergency care for illnesses and injuries. **Requirements:** RN license with specialized courses in Pharmacology, and a current license to practice in the State of California. One year of experience in a medical facility or other directly related nursing experience. Working knowledge of venipuncture and medications. Excellent and positive interpersonal skills. Experience working in diverse cultural settings. Ability to relate to and identify with the specific needs of students.

STUDENT SERVICES CLERK: Gives perspective new arrival students a presentation on the benefits. Issues a one-time arrival pay to new students. Enters arrival pay and all other required financial data into the Center Information System (CIS). Obtains signatures prior to issuing student pay allowances. Processes approved pay advance requests for eligible students, i.e., personal advances or partial transition requests. Verifies and checks student records for accuracy prior to action. Queries and checks student financial account in CIS. Disburses and reconciles petty cash in accordance to guidelines. Prints student payroll receipts, staples, folds and tags paychecks as appropriate. Maintains student pay rosters to issue students' bi-weekly pay checks. **Requirements:** High School diploma or equivalent, one year of responsible clerical experience, Computer literate in programs such as Microsoft Word and Excel. Excellent mathematics skills, basic recordkeeping skills preferred. Excellent positive interpersonal and customer service skills. Experience working in diverse cultural settings. Ability to relate to and identify with the specific needs of students.

All positions at sites with children require finger-print clearance. Current employees of the YWCA are to complete the Internal Job Posting as found in the SOP. Current employees of Job Corps are to complete a Staff Transfer Request External Application with and updated résumé attached that may be received up to seven days from initial posting. For further job opportunities with the YWCA/LA Job Corps Center, please check our websites at www.ywcagla.org or losangeles.jobcorps.gov.

SUBMIT APPLICATIONS & RESUMES TO:

**YWCA Greater Los Angeles
Attention Human Resources
1020 South Olive Street, Seventh Floor
Los Angeles, CA 90015
PH: 213-365-2991 / FAX: 213-251-1350**

**YWCA/Los Angeles Job Corps Center
Attention Human Resources
1031 South Hill Street, First Floor
Los Angeles, CA 90015
PH: 213-741-5394 / FAX: 213-743-5125**

Employment applications may be obtained and returned to the above locations between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday.

EEO/AAP/M/F/H